

Approved April 23, 2013

Town of Wenham
BOARD OF SELECTMEN
Meeting of Tuesday, March 5, 2013~ 7 PM
Wenham Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, March 5, 2013 at 7 PM in the Selectmen's Meeting Room in Town Hall.

With a quorum present, Ms. Martins called the Board of Selectmen meeting to order at 7:02 pm
Selectmen Present: Molly Martins, Chair; Patrick Wilson, Vice Chair; Ken Whittaker, Secretary
Also Present: Mark Andrews, Interim Town Administrator; Catherine Tinsley, Minutes Secretary

Public information
Agenda

Abbreviations
BOS Board of Selectmen
FinCom Finance & Advisory Committee
FY Fiscal Year
ATM Annual Town Meeting

Announcements

The Wenham Annual Town Meeting is April 6, 2013 at 1 pm, in the Bessie Buker School. The Wenham Village Improvement Society and Henry's Market will provide lunch at 12 noon.
The ballot elections are Thursday, April 11, 2013 at the Wenham Town Hall from 7 am to 8 pm.

The League of Women Voters is sponsoring a community forum, March 13, 2013 at 7:30 pm in the Hamilton Council on Aging building on Bay Road, to provide an overview of the Community Preservation Act, including a summary of projects proposed for the ATM.

Ms. Martins reported that the FinCom has reviewed and voted on all proposed Town budgets.
She announced that Catherine Harrison, who was serving as Chair of the FinCom, submitted her letter of resigned effective as of March 5, 2013. Ms. Harrison was recognized, and thanked, for her work and time on the committee over the years.
A reorganization meeting of the Finance Committee is Thursday, March 7, 2013 at 5:30 pm in Town Hall.

David Generaux, Bay State Municipal Accounting Group (BSMAG) was present to give the BOS an update on the FY 2014 budget process. This was a preliminary report based on recently completed deliberations with the FinCom last night and a more comprehensive report will be generated.

Mr. Generaux summarized Article 1. The total budget is \$15,131,132. This is an increase of 2.49% (\$300,000) over last year's budget and is considered a level funded budget. The increase is due to the cost of living adjustment of 1.5% for non-union employees, staffing changes in the Fire Department (as per the recommendation of the Fire Study), and an increase in the number of students attending the vocational school. Mr. Generaux said the Town met their goal to keep the tax rate under \$19.00. He recommended the Town review all department services for the FY15 budget process.

Wenham Housing Authority Director

Present: Paula Mountain, Housing Authority Director

Ms. Mountain started with Wenham as the Housing Authority Director on September 5, 2012.

She talked enthusiastically about her role as the director. Ms. Mountain commented on the Governor's proposed Bill to merge the Housing Authorities of the towns/cities into six districts state wide, saying she does not support the Bill and is working with others on a alternate Bill. Wenham is not State subsidized, and all rents paid support the Wenham Housing Authority.

Warrant Articles - Review

Present: Paul Weaver, Town Moderator

Article 1 FY14 Budget Appropriations

Article 2 Hamilton Wenham Building Maintenance Revolving Fund

Article 3 Emergency Service Cost Reimbursement" Fire Department

Article 4 Road Work– Chapter 90 Funding: Total: \$152,698

Article 5 Essex North Shore Agricultural and Technical High School; \$13,668 - FY14 interest only.

Mr. Andrews summarized that in 2009, Wenham voted to join the district for the vocational new school.

Article 6 Cemetery and Other Trust Funds: \$10,000

Article 7 Community Preservation Act Appropriations: \$647,167 (7 recommendations)

The Chair of Community Preservation Committee is presenting to the BOS on March 19, 2013

Article 8 Special Act

The Government Study Committee (GSC) unanimously recommended to defer presenting the Special Act for a vote until the Fall Town Meeting to allow time to clarify the language and provide adequate time to educate voters.

Ms. Martins suggested a joint meeting of the BOS and GSC. The Selectmen concurred to defer voting on the Special Act as recommended by the GSC. It was noted having the language of the Special Act in the Town Report / ATM Warrant, would provide residents with the opportunity to review and familiarize themselves with the content. This Article could be passed over without action at the Town Meeting.

The BOS agreed that Articles 9 & 10 (converted elected to appointed) be stand alone articles from the Special Act.

Article 9 Special Act: conversion of elected to appointed Town Clerk

Article 10 Special Act: conversion of elected to appointed Tree Warden

Article 11 Citizen Petition: Town Clerk term increased from one to three years

Article 12 Election of Town Officers: Ballot Vote April 11, 2013 at Town Hall.

Elected positions include: Moderator, Town Clerk, Selectman, Assessor, Tree Warden, Board of Health, Cemetery Commission, Water Commission, Planning Board, H/W School Committee, Housing Authority, Library Trustee

Election Officer Appointment

VOTE: Mr. Whittaker moved to appoint Susan Mehlin as an Election Officer through September 2014, as recommended by the Town Clerk. Mr. Wilson seconded and the motion carried unanimously.

Inter-Municipal Agreement

Mr. Andrews talked about the process used for reviewing the inter- municipal agreements between Wenham & Hamilton.

Mr. Andrews worked with Bay State Municipal Accounting Group to develop a model to determine the approximate administration fees paid to the lead town on joint programs, e.g. Library.

Mr. Generaux explained the model is based on actual expenses the lead town would incur regularly, based on a percentage of the annual budget; this applies to all joint programs. Hamilton has reviewed the model and indicated they are in agreement.

Ms. Martins requested that all the inter-municipal agreements be reviewed, not just the funding allocation, and be updated as necessary.

This model would initially reduce the amount paid to Wenham, as the lead town for the Library, by approximately \$25,000.

Until any agreement is altered and voted, no assumptions have been made for FY14; this can be presented at a fall town meeting. There is a \$23,000 contingency on the revenue sheet carried over as a placeholder in the budget.

American Diabetes Association

Annual Tour de Cure: Sunday, May 19, 2013

The route passes through Wenham; the Police Department will be notified.

Review Executive Session Minutes (2011) – For Public Release

Mr. Wilson reviewed the Executive Session minutes from 2011. He identified that the October 17, 2011 minutes had not been yet approved for release.

VOTE: Mr. Wilson moved to approve the executive session minutes of October 17, 2011. Ms. Martins seconded and the motion carried by majority vote with Mr. Whittaker abstaining citing he was not a selectman at the time of the meeting.

VOTE: Mr. Wilson moved the following executive session minutes be released, and made public on the basis that the reason for which they were held privately has passed. Ms. Martins seconded and the motion carried by majority vote with Mr. Whittaker abstaining.

- ❖ *January 18, 2011*
- ❖ *February 8, 2011*
- ❖ *March 15, 2012*
- ❖ *March 29, 2011*
- ❖ *April 26, 2011*
- ❖ *August 16, 2011*
- ❖ *October 4, 2011*
- ❖ *October 11, 2011*
- ❖ *November 15, 2011*

The BOS determined the publication of the following executive session minutes of 2011 would compromise the lawful purpose of the meeting. As such the minutes of the meetings will remain private and will be withheld from disclosure at this time:

- ❖ *August 30, 2011*
- ❖ *September 6, 2011*
- ❖ *September 20, 2011*
- ❖ *October 17, 2011*
- ❖ *October 18, 2011*
- ❖ *October 25, 2011*
- ❖ *November 1, 2011*

Mr. Whittaker asked that the Town's web site be updated with all approved BOS minutes.

Reports

Mr. Andrews announced that Wenham and other communities are the recipients of a Clean Energy community regional grant. This is a pilot program to find efficiencies in energy use and possibilities for installing renewable energy.

Mr. Whittaker announced the town has a contract for the Town's web site with Revize. Revize was judged to have the best proposal to provide the greatest web service and value. The cost of the first year, including web hosting is \$7,000. After the first year, the cost is \$2,200 for licensing and support. It was anticipated that the new website would be up and running within six months.

Minutes

The BOS meeting minutes of February 19, 2013 were deferred; no action was taken.

Executive Session

Ms. Martins stated the executive session posted for this meeting was unnecessary at this time.

VOTE: Mr. Whittaker moved to adjourn at 826 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley